



Welcome to the ADOT Mastering the SWPPP Tutorial

This presentation covers the fundamentals of Stormwater Pollution Prevention Plans, including available resources, key roles, processes, and common SWPPP omissions. The Tutorial complements the ADOT SWPPP Template.

2012

This self-paced presentation is designed for individual use or for small group presentations where discussion can be accommodated.

Navigating the tutorial:

Click once to advance from slide to slide.



Acronyms/ Abbreviations

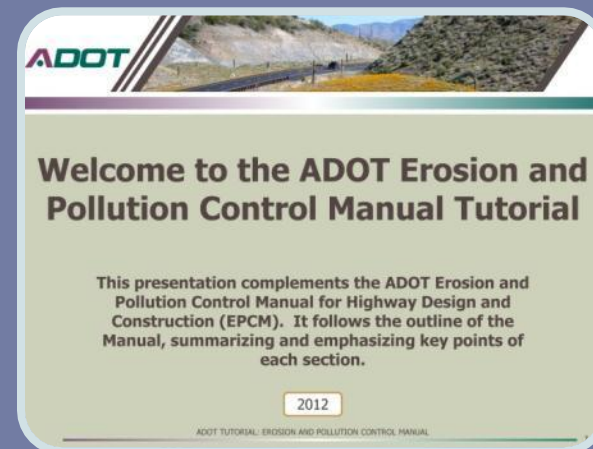
ADEQ	Arizona Department of Environmental Quality
ADOT	Arizona Department of Transportation
AZCGP	Arizona Construction General Permit
AZPDES	Arizona Pollutant Discharge Elimination System
BMP	Best Management Practice
EPCM	Erosion and Pollution Control Manual
ECC	Erosion Control Coordinator
EPA	Environmental Protection Agency
Engineer	ADOT Resident Engineer or Resident Landscape Architect
FCGP	Federal Construction General Permit
NOI	Notice of Intent
NOT	Notice of Termination
SWPPP	Stormwater Pollution Prevention Plan



Stormwater Tutorials available via the ADOT Roadside Development Section website include:

- ADOT Erosion and Pollution Control Manual
- Mastering the SWPPP
- Stormwater Best Management Practices Implementation

http://www.azdot.gov/Highways/Roadway_Engineering/Roadside_Development/Resources.asp



Additional Stormwater Resources

Resources available on the ADOT Stormwater Website include:

- ADOT SWPPP Template and Instructions
- ADOT Statewide Stormwater Discharge Permit
- ADOT Maintenance and Facilities BMP Manual
- Outstanding, Impaired, and Not-Attaining Waters Maps by County

http://www.azdot.gov/inside_adot/OES/Water_Quality/Stormwater/index.asp

Non-ADOT Stormwater Resources:

- ADEQ Water Quality Division (Smart NOI System, Permits)

<http://www.azdeq.gov/envIRON/water/permits/index.html>

- EPA “Developing Your Stormwater Pollution Prevention Plan – A Guide for Construction Sites”

<http://www.epa.gov/npdes/swpppguide>

Tutorial Objectives

After viewing this Tutorial, you should...

- Be familiar with the required components of a SWPPP.
- Understand who does what in relationship to the SWPPP.
- Be aware of the resources available to help in preparing the SWPPP.
- Know how to reveal and use 'hidden text' on the ADOT SWPPP template.
- Be aware of common SWPPP omissions.
- Know when and how to submit the SWPPP.
- Understand the requirements for maintaining and storing the SWPPP.

Please note that this tutorial is designed to accompany ADOT's SWPPP Template, Erosion and Pollution Control Manual, and Details. These resources should be consulted when designing / implementing a SWPPP. The tutorial is a general overview of the SWPPP and is not intended to stand alone as a reference.

Tutorial Outline

This Tutorial is Organized into Four Sections:



Background and Resources

SWPPP basics and resources to help complete the SWPPP.



Roles

Who does what in regards to the SWPPP.



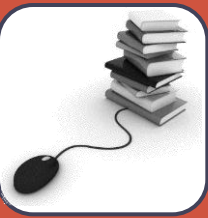
Process

Major steps in preparing and completing a SWPPP.



Common SWPPP Omissions

Top missing elements in SWPPPs.



Background & Resources





What is a SWPPP?

A SWPPP is the combination of documents, plans, checklists and permit requirements that:

- Identifies controls to minimize the negative impacts from stormwater discharges to the environment.
 - These controls minimize erosion and run-off of sediment and other pollutants.
- Establishes procedures for minimizing pollution from stormwater discharges.
 - These procedures emphasize the use and proper implementation of Stormwater Management BMPs.

Stormwater Pollution Prevention Plan

ADOT Project Name: _____

Federal Aid No.: _____

ADOT Project No.: _____

Route: _____ Begin Milepost: _____ End Milepost: _____
Begin Latitude: _____ End Latitude: _____
Begin Longitude: _____ End Longitude: _____

Provide the latitude/longitude of the construction site at the point nearest the receiving water. Latitude: _____ Longitude: _____

Submittal Number: ☐ 1 Date: _____
☐ 2 Date: _____
☐ 3 Date: _____

Identify receiving water: _____

Is this project located within ¼ mile of unique or impaired waters? ☐ Yes ☐ No

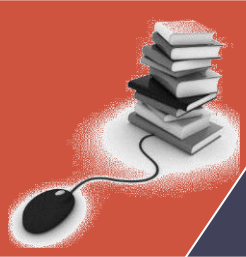
Prepared for:

Prepared by:

Owner:



Arizona Department of Transportation
207 S. 17th Avenue
Phoenix, AZ 85007-3213

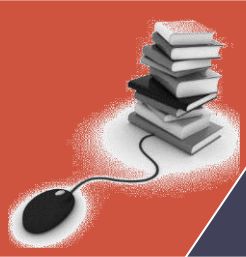


Who Needs a SWPPP?

For ADOT construction projects, the Clean Water Act requires construction site operators engaged in clearing, grading, and excavating activities that disturb **one acre or more** to obtain coverage under a National Pollutant Discharge Elimination System (NPDES) permit for their stormwater discharges.

SWPPP preparation is the first step toward obtaining AZCGP or FCGP authorization.





ADOT SWPPP Template

The ADOT Construction SWPPP Template provides step-by-step instructions for completing the SWPPP.

- The Template must be customized for each project's site conditions.
- Using this tool will help ensure that all required information is provided.
- Use of the Template does not guarantee compliance with the Stormwater Construction General Permit and is not a substitute for knowledge of permit requirements.

1. INTRODUCTION

This Stormwater Pollution Prevention Plan (SWPPP) is prepared in accordance with the requirements of the Arizona Department of Transportation (ADOT) Individual Statewide Stormwater Permit and the Arizona Pollutant Discharge Elimination System (AZPDES) Construction General Permit (AZCGP), administered by the Arizona Department of Environmental Quality (ADEQ). SWPPP requirements for ADOT projects are contained in ADOT 104.09 Stored Specifications. This SWPPP provides information about the sources of sediment and other pollutants that may affect the quality of stormwater discharge from the construction site, and the types of Best Management Practices (BMPs) to be implemented to control stormwater quality and reduce the amount of contaminants entering receiving waters during construction activities. The BMPs and control measures recommended in this SWPPP are in accordance with recommended practices in the ADOT *Erosion and Pollution Control Manual*, and other ADOT guidance, as applicable. The location of each element in the ADEQ Construction SWPPP Checklist within this SWPPP is contained in Appendix A. In general, this SWPPP follows the ADEQ checklist format but may vary to correlate more closely with the ADOT *Erosion and Pollution Control Manual* and project specifications.

1.1 PROJECT OPERATORS

The general contractor (prime) and all subcontractors will be responsible for project and SWPPP implementation. ADOT will fulfill the role of project oversight and supervision. The following operators, their addresses, contact persons, phone numbers, and their areas of operational control are indicated below (see also SWPPP Index Sheet, Appendix C).

Operator	Area of Responsibility
Arizona Department of Transportation ____ Construction District ____ Phone: ____ Contact Person: ____	Project oversight
Prime Contractor Name: ____ ____ Phone: ____ Contact Person: ____	General project management, responsible for implementing, inspecting, and maintaining the SWPPP and controls
Subcontractor Name (optional): ____ ____ Phone: ____ Contact Person: ____	____

The Contractor's Erosion Control Coordinator (ECC) assigned to this project is:

http://www.azdot.gov/inside_adot/OES/Water_Quality/Stormwater/Other_Resources.asp



ADOT SWPPP Template

The SWPPP Template contains hidden instructions and suggested text. Click on the paragraph symbol on the Word toolbar to reveal the text.



- **Instructions** for preparing the section are shown in blue.
- **Examples** of text the user may include are shown in green.
- Text that is **required** is shown in red.

Instructions



1. INTRODUCTION

Provide general introduction and purpose of the Stormwater Pollution Prevention Plan (SWPPP).

SUGGESTED TEXT

This Stormwater Pollution Prevention Plan (SWPPP) is prepared in accordance with the requirements of the Arizona Department of Transportation (ADOT) Stormwater Permit and the Arizona Pollutant Discharge Elimination Construction General Permit (AZCGP), administered by the Arizona Department of Environmental Quality (ADEQ). SWPPP requirements for ADOT projects are contained in ADOT 104.09 Stored Specifications. This SWPPP provides information about the sources of sediment and other pollutants that may affect the quality of stormwater discharge from the construction site, and the types of Best Management Practices (BMPs) to be implemented to control stormwater quality and reduce the amount of contaminants entering receiving waters during construction activities. The BMPs and control measures recommended in this SWPPP are in accordance with recommended practices in the ADOT *Erosion and Pollution Control Manual*, and other ADOT guidance, as applicable. The location of each element in the ADEQ Construction SWPPP Checklist within this SWPPP is contained in Appendix A. In general, this SWPPP follows the ADEQ checklist format but may vary to correlate more closely with the ADOT *Erosion and Pollution Control Manual* and project specifications.

Required Text



1.1 PROJECT OPERATORS

Identify all operators for the project, including subcontractors, and the areas over which each operator has control. Include Arizona Department of Transportation (ADOT) as an operator. Include address, phone number, and contact person for each operator. Identify the Erosion Control Coordinator (ECC) and give contact information. Place the ECC's certificate and documentation of relevant experience in Appendix I.

EXAMPLE TEXT

Operator	Area of Responsibility
Arizona Department of Transportation	Project oversight
Phoenix Construction District	
206 South 17th Avenue, MD 134A	
Phoenix, AZ 85007	
Phone: 602-000-0000	
Contact person: Bill Jones	
The Good Dirt Construction Company	General contractor for project
1050 North Outlook Drive	
Phoenix, AZ 85003	
Phone: 602-000-0000	
Contact person: John Doe	

Example Text





ADOT Erosion and Pollution Control Manual

The ADOT Erosion and Pollution Control Manual should be a primary resource when completing the SWPPP. The Manual:

- Provides an overview of water quality regulations and permits.
- Outlines ADOT's procedures for complying with water quality regulations and permits.
- Provides a "tool box" of construction BMPs, and provides guidance on appropriate BMP selection, implementation, and maintenance.

http://www.azdot.gov/inside_adot/OES/Water_Quality/Stormwater/Manuals.asp

Erosion Control Preserve Existing Vegetation

EC-1

DEFINITION

The carefully planned protection of in-place, undisturbed trees and natural vegetated areas within the construction site right-of-way.

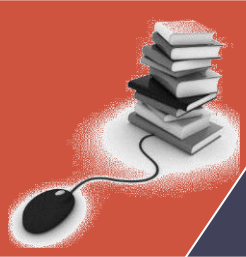
PURPOSE

- Minimize the amount of bare soil exposed to erosive factors.
- Reduce soil erosion, sediment transport and tracking.
- Reduce maintenance.
- Provide buffers, screens and aesthetic values.
- Provide stormwater detention, biofiltration and fully developed habitat for wildlife.

AT A GLANCE

GENERAL INFORMATION		RATINGS			
Key Design Considerations			H	M	L
• Implement landform grading practices required for slope rounding per plans					X
• Identify and clearly mark vegetation to preserve					X
• Fence preservation areas					X
• Locate temporary roads and staging areas to avoid vegetation					
• Maintain pre-construction drainage patterns					
Alternate BMPs to consider:					
• N/A					
Use in combination with:					
• Slope Rounding Standard Drawing C-02 Series					
• RC-2 Cut to Fill Slope Transitions					
Maintenance Needs:					
• Maintain fencing					
• Evaluate vegetation for signs of stress and address as necessary					
• Repair or replace damaged vegetation immediately					
Associated Costs					
Design					X
Construction					X
Maintenance					X
BMP Objectives					
Erosion Control		X			
Runoff Control		X			
Sediment Control		X			
Good Housekeeping					
Non-Stormwater					
Waste Management					





ADEQ SWPPP Checklist

The ADEQ SWPPP checklist is another tool to help ensure all required elements are included in the SWPPP.

- Citations from the AZCGP are provided for each required element.
- Use the 'Location' column to note where the requirement is addressed in the SWPPP.

azdeq.gov/environ/water/permits/download/cswppp.pdf

2008 Construction General Permit SWPPP Guidance Checklist



This optional checklist is provided to assist owners and operators in preparing their AZPDES Stormwater Pollution Prevention Plan (SWPPP) to meet the requirements of Arizona's 2008 Construction General Permit (AZG2008-001). The "Descriptions" provided below do not necessarily reflect the exact wording used in the permit; rather these are stated in simplified language to provide additional guidance. (Note if any inadvertent conflict exists between this document and the permit, the permit language prevails). The "Permit Citation" column shows you where each particular requirement is found in the 2008 CGP. Use the "Location" column to note the page where the requirement is addressed in your SWPPP. Please leave the "For ADEQ Use Only" column blank. Using this SWPPP checklist will help you ensure that all the permit requirements are addressed in your SWPPP and will also assist the Department in conducting a more efficient review of your SWPPP if it is required to be submitted.

Please note that your SWPPP does not have to follow the format of this checklist; the purpose of this checklist is only to ensure that your SWPPP contains all required components. While this checklist is intended for use in preparing your initial SWPPP, your SWPPP is a "living" document and it is important that it be updated to document changes in your project, best management practices (BMPs), inspections, and other pertinent information.

Permit Citation	Description	Location in SWPPP & Notes	For ADEQ Use Only
OPERATOR RESPONSIBILITIES			
Part III.A.2.d	Identify who is responsible for on-site SWPPP implementation		
Part III.B.2.a	Indicate or show the areas of the project where the operator has control over project specifications, including the ability to make changes in specifications		
Part III.B.2.a	Provide name(s) of the person(s) who have day-to-day control over construction plans and specifications		
Part III.B.2.b	Identify who is responsible for installing, implementing, and maintaining the BMPs in the plan		
Part III.B.2.b	Identify or show the areas of the project where each operator has control over day-to-day activities		
Part III.B.2.b	Provide name(s) of the person(s) having control over project specifications, including the ability to make changes in specifications		
Part III.C.1	Provide the name and contact information for all operators and indicate the areas of the project each operator controls		
PROJECT DESCRIPTION			
Part III.A.2.a	Identify all potential sources of pollutants/pollution from construction activities that could possibly contact stormwater		
Part III.C.2.	Describe the construction activity (what is being built, what is being disturbed, how long it is expected to take, etc.)		
	Describe the project and what it will be used for when completed (after Notice of Termination (NOT) is filed)		

AZPDES Construction SWPPP Checklist

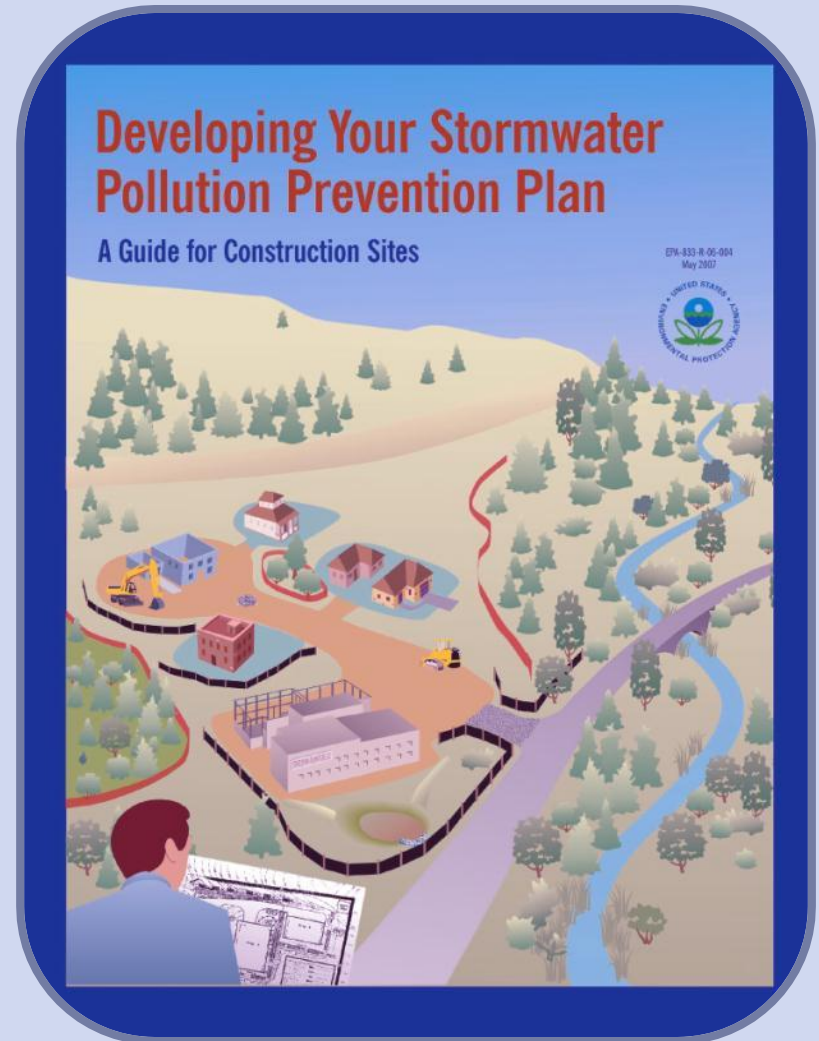
1
May 2008



EPA Guide

The EPA document, “Developing Your Stormwater Pollution Prevention Plan – A Guide for Construction Sites”, contains information geared toward the contractor.

<http://www.epa.gov/npdes/swpppguide>





Roles





Who Prepares the SWPPP?

The contractor shall designate an Erosion Control Coordinator (ECC) who shall prepare and submit the SWPPP.

- The ECC will:
 - Use the design team's Erosion and Pollution Control Plans, Details, and Special Provisions to guide development of the project SWPPP.
 - Use the ADOT Construction SWPPP Template that provides step-by-step instructions for completing the SWPPP.

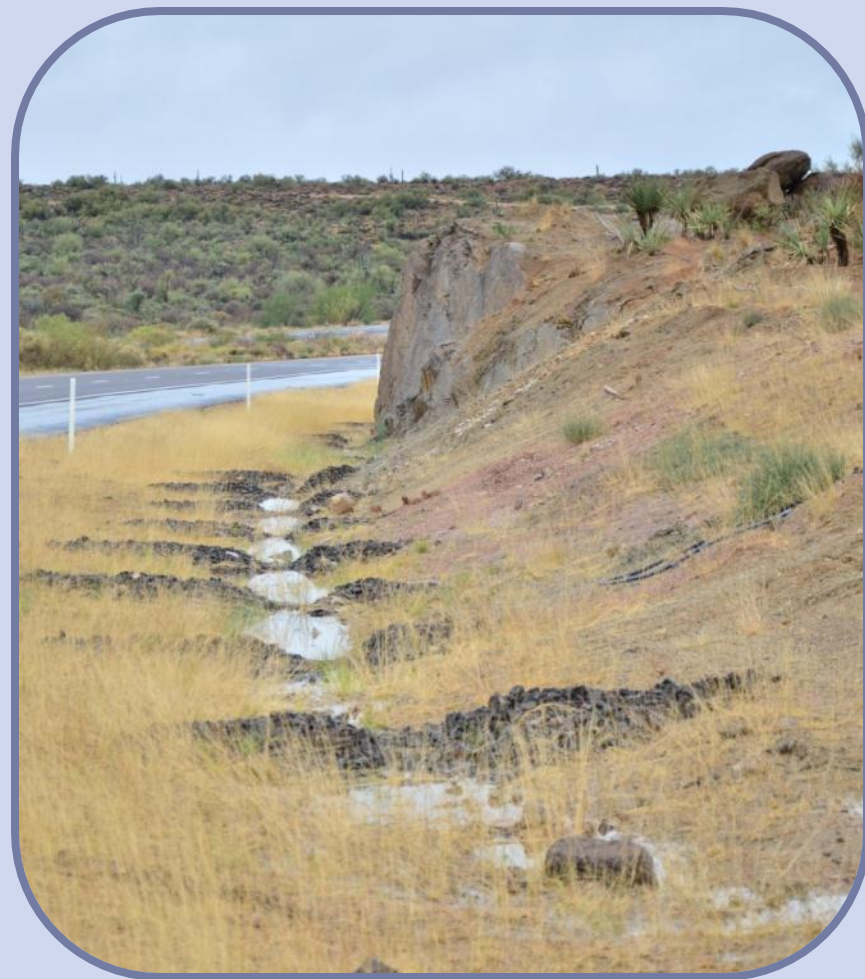




SWPPP Support and Review

ADOT is active in the SWPPP process.

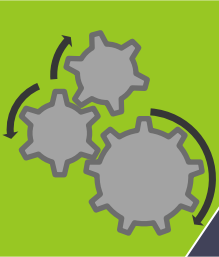
- ADOT will:
 - Provide supporting documents to complete the SWPPP.
 - Review credentials of the ECC.
 - Review and comment on draft SWPPP submitted by the ECC.
- Refer to Chapter 3 of the EPCM for specific Contractor and ADOT responsibilities.





Process





Prepare the SWPPP

- The contractor shall designate an ECC who shall prepare and submit the SWPPP.
- Draft SWPPP must be submitted within 14 days of ADOT's approval of the ECC.
- In addition to the resources outlined in the previous section, the ECC will use the Construction Documents (Erosion and Pollution Control Plans, Details and Special Provisions) to guide development of the project SWPPP.

Developing Your Stormwater Pollution Prevention Plan

A Guide for Construction Sites

Who?

Construction site operators (generally, the person who has operational control over construction plans and/or the person who has day-to-day supervision and control of activities occurring at the construction site)

Where?

Construction sites required to comply with stormwater discharge requirements

What?

A guide to help you develop a good Stormwater Pollution Prevention Plan (SWPPP)

Why?

Stormwater runoff from construction sites can cause significant harm to our rivers, lakes, and coastal waters

A SWPPP is required (by your construction general permit) and will help you prevent stormwater pollution

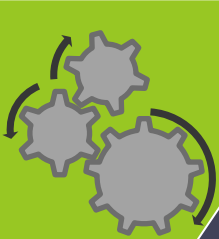
A SWPPP is more than just a sediment and erosion control plan.

It describes all the construction site operator's activities to prevent stormwater contamination, control sedimentation and erosion, and comply with the requirements of the Clean Water Act

Purpose of this Guidance Document

This document provides guidance to construction site operators that need to prepare a SWPPP in order to receive NPDES permit coverage for their stormwater discharges. The Clean Water Act provisions, EPA regulations and EPA's Construction General Permit described in this document contain legally binding requirements. This document does not substitute for those provisions, regulations or permit, nor is it a regulation or permit itself. It also does not substitute for requirements under State law or construction general permits issued by States. It does not impose legally-binding requirements on EPA, States, or the regulated community, and may not apply to a particular situation based upon the circumstances. EPA and State decisionmakers retain the discretion to adopt approaches on a case-by-case basis that differ from this guidance where appropriate. Any decisions regarding a particular construction site will be made based on the applicable statutes, regulations and/or permit terms. Therefore, interested parties are free to raise questions and objections about the appropriateness of the application of this guidance to a particular situation, and EPA—or the applicable NPDES permitting authority—will consider whether or not the recommendations or interpretations in the guidance are appropriate in that situation based on the law and regulations.

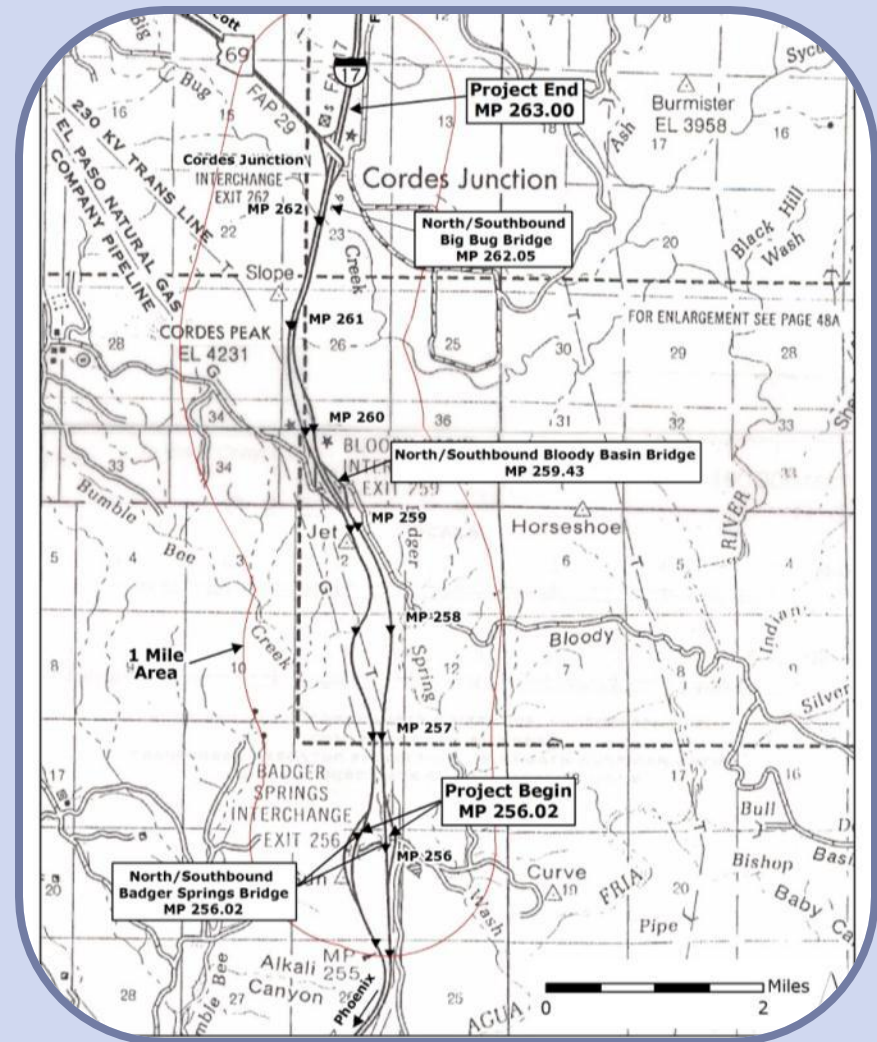
This guidance document occasionally uses language describing mandatory requirements for construction site operators and those covered by a general permit for stormwater discharges from such sites. This language is generally intended to reflect requirements applicable where EPA is the NPDES permitting authority. Although requirements in jurisdictions where EPA is not the permitting authority may resemble these requirements, the reader should not assume that this guidance accurately describes those requirements. Rather, the reader should consult the applicable regulations and any applicable NPDES permit.

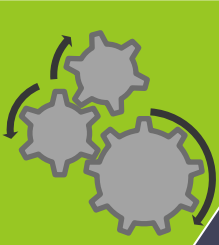


Required SWPPP Elements

The SWPPP Template identifies all required elements. These include (but are not limited too):

- Project contact information.
- Site and activity description, and site maps.
- Identification of potential pollutant sources and description of pollutant controls.
- Maintenance and inspection procedures.
- Records of inspections and follow-up maintenance of BMPs.
- SWPPP amendments and SWPPP certification.



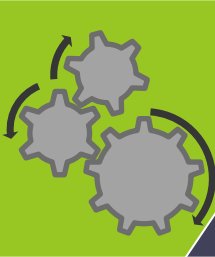


Certify the SWPPP

Certification is a mutual responsibility.

- ADOT, the general contractor and any subcontractors that are responsible for constructing the erosion and pollution controls must certify the SWPPP.
- If an ADOT local government project involves federal aid, the appropriate municipality must also certify the SWPPP.
- The responsibility to properly control stormwater pollution is shared among ADOT/local government, the contractor and subcontractors.

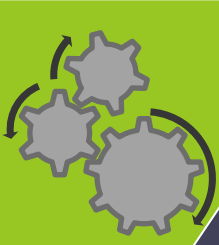




Submit Notice of Intent (NOI)

- The Contractor must prepare and file an NOI after certification of the SWPPP.
- The NOI serves as a promise that the operator(s) will comply with the AZCGP conditions.
- The most efficient method for filing the NOI is to use the ADEQ Smart NOI online program at <http://az.gov/app/smartnoi/>

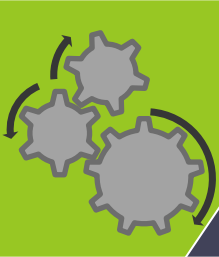
The screenshot displays the 'New Smart NOI E-Form' interface from the Arizona Department of Environmental Quality (ADEQ). The header includes the ADEQ logo and the text 'ADEQ General Permits'. Below the header, a 'Home' link is visible. The main title of the form is 'New Smart NOI E-Form'. A note indicates that red asterisks (*) denote required fields. The form is organized into two main sections: 'GENERAL INFORMATION' and 'I. OWNER/OPERATOR (APPLICANT) INFORMATION'. The 'GENERAL INFORMATION' section contains two questions with radio button options: 'Is this a project that proposes construction activity? (i.e. land disturbance)' with options 'Yes' and 'No', and 'Is the site located on Indian Country Lands?' with options 'Yes', 'Partially', and 'No'. The 'I. OWNER/OPERATOR (APPLICANT) INFORMATION' section contains several input fields: 'Contact First Name', 'Contact Last Name', 'Operator Business Name', 'Business Address', 'Business City', 'Business State' (a dropdown menu currently showing 'Arizona (AZ)'), 'Business ZIP Code' (with a format hint: {xxxxxx or xxxxxx-xxxx}), 'Business Phone' (with a format hint: {xxx-xxx-xxxx}), 'Business FAX' (with a format hint: {xxx-xxx-xxxx}), 'Operator Email Address', and 'Business Status' (a dropdown menu currently showing 'Private'). The second section, 'II. CONSTRUCTION SITE INFORMATION', is partially visible at the bottom, showing 'Project Name' and 'Project Type' (with a hint: {ADOT PROJECT}).



Retain Documents at the Job Site

- Numerous documents must be kept at the job site throughout project construction. These include:
 - Copy of the AZPDES AZCGP or NPDES FCGP.
 - Copy of the NOI submitted to ADEQ or EPA.
 - Copy of Environmental Clearance Letter.
- Refer to Chapter 5 of the ADOT ECPM for a complete list of documents.

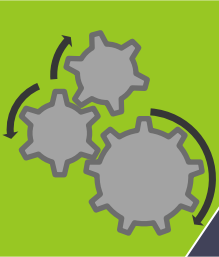




Implement the SWPPP

- Once the NOI is accepted and an authorization number received, construction activities may begin.
- The ADOT Resident Engineer and the contractor are jointly responsible for implementing the SWPPP and maintaining dated records of:
 - Major grading activities.
 - Areas where construction activities have temporarily or permanently stopped.
 - Installation of BMPs.
 - Delays and reasons for delays in installation of BMPs.

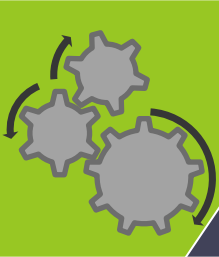




Regularly Inspect BMPs

- Inspect the site regularly to ensure that BMPs are functioning properly and that the SWPPP is properly maintained.
- Routine inspection is required every 7 calendar days OR once every 14 calendar days and also within 24 hours after a rainfall event of 1/2 inch or greater.
- Inspection Reports and records of any follow-up actions taken shall be retained as part of the SWPPP.

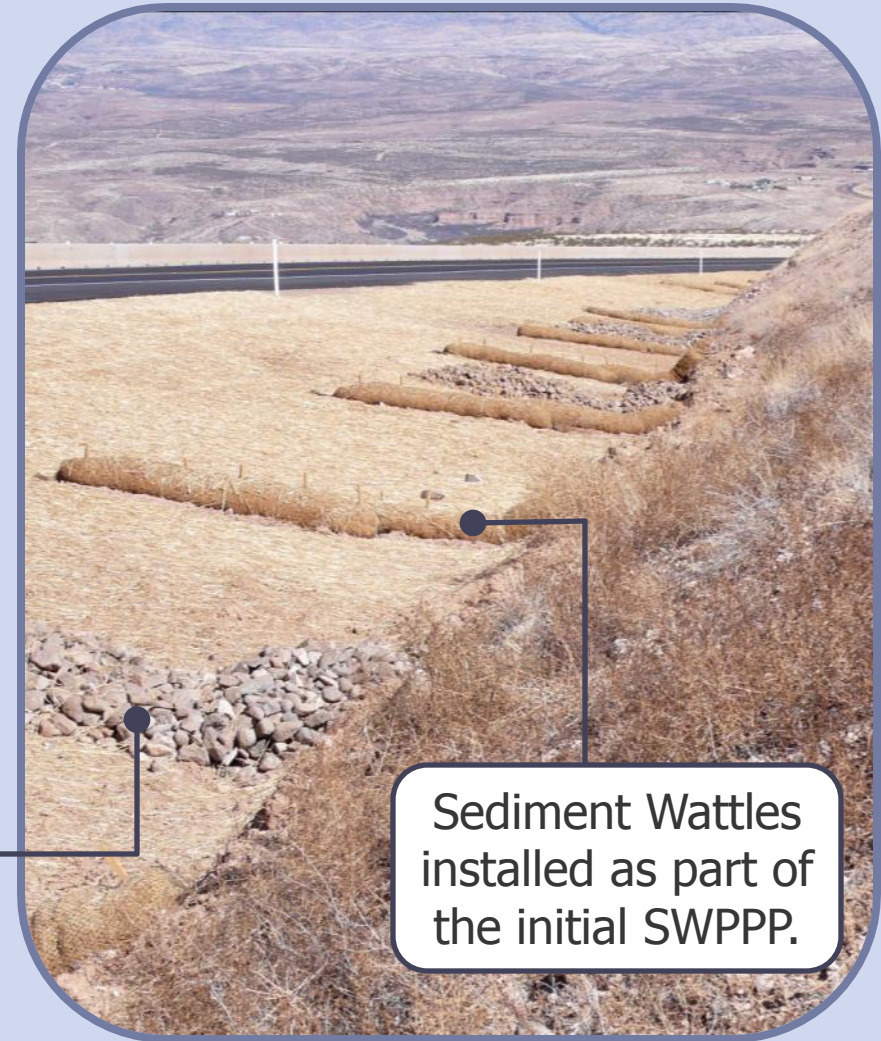




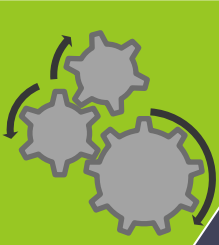
Adjust the SWPPP as Needed to Fit Site Conditions

- The operator shall complete follow-up actions based on results of the inspection process within 4 calendar days or by the next anticipated storm event following the inspection, whichever is sooner.
- Contractor shall update SWPPP to reflect adjustments.

Rock Check Dams added after inspections revealed that sediment wattles were not adequate to handle the flow.



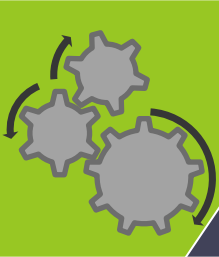
Sediment Wattles installed as part of the initial SWPPP.



Keep the SWPPP Up-to-Date with Current Project Conditions

- The SWPPP must be kept current with the changes and adjustments made in the field.
- Failure to update the SWPPP is a violation of AZCGP, FCGP, the ADOT Statewide Stormwater Discharge Permit and the Clean Water Act conditions.
 - Enforcement action, permit termination, revocation and reissuance, modification, or denial of permit renewal application may apply.

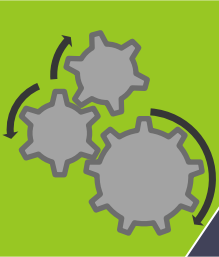




Maintain the BMPs

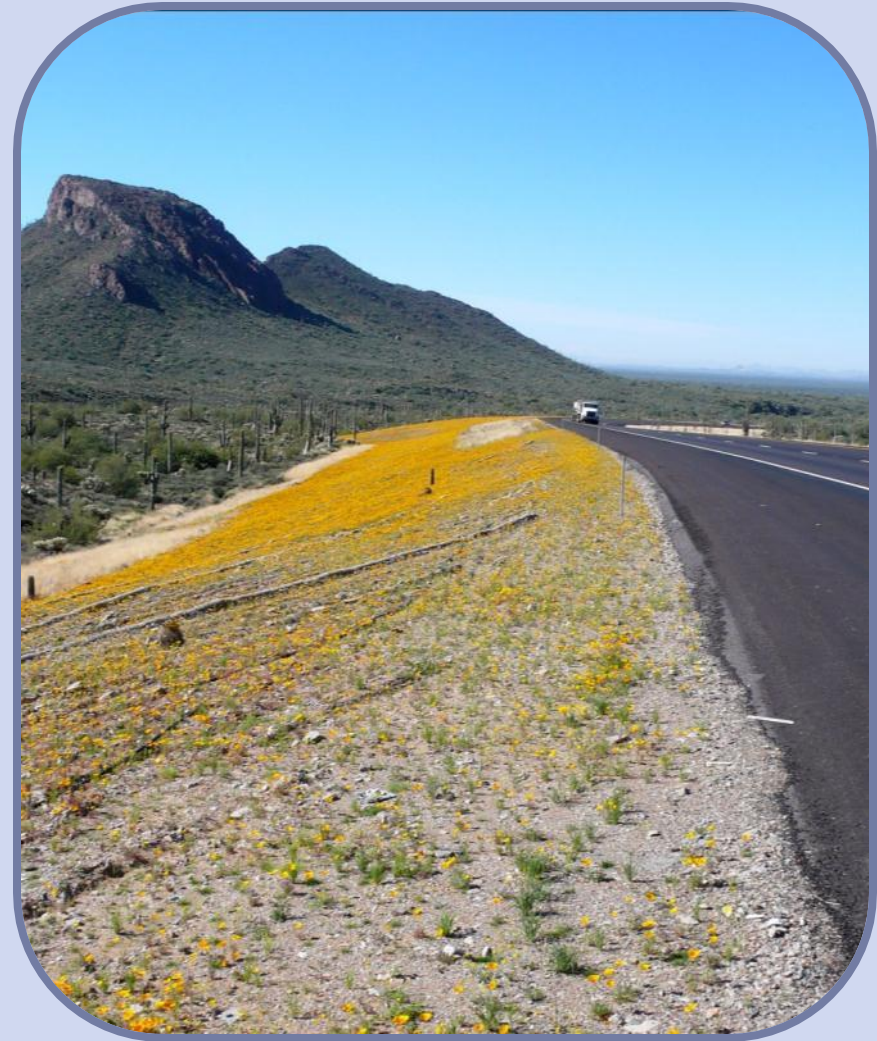
- All erosion and pollution control measures and other protective measures identified in the SWPPP must be maintained in effective operational condition.
 - Enforcement action, permit termination, revocation and reissuance, modification, or denial of permit renewal application may apply.
- The ADOT Statewide Stormwater Discharge Permit requires a maintenance plan.

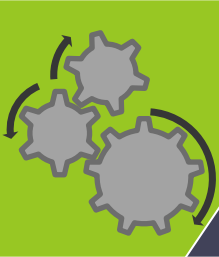




Evaluate Job Site to Determine Final Stabilization

- Final Stabilization: all soil-disturbing activities have been completed; all construction materials, waste and temporary erosion and pollution control BMPs have been removed and properly disposed of and either of the two following criteria has been met:
 - Uniform vegetative cover has been established on all unpaved areas and areas not covered by permanent structures.
 - Permanent stabilization measures have been employed and are fully operational.

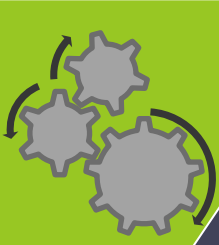




Submit Notice of Termination (NOT)

- NOT must be submitted to ADEQ after project has met final stabilization or ADOT assumes NOI responsibility.
- Submission of the NOT by the contractor must first be approved by the Resident Engineer.
- Submittal constitutes notice that the party identified on the form is terminating coverage under the AZCGP.
- The NOT may be filed using the ADEQ Smart NOI online program at <http://az.gov/app/smartnoi/>

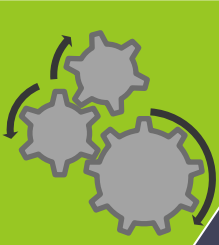
The screenshot shows the ADEQ General Permits website interface for the "Smart NOI Notice of Termination Existing/New" form. The page has a blue header with "ADEQ General Permits" and a green sub-header with the form title. A red asterisk indicates required fields. The form content includes instructions on how to use the online form, a link to download Adobe Acrobat, and a section for entering the Smart NOI Number. There are two radio button options: "If you completed your NOI online, enter the 'Smart NOI Number' and select the 'Retrieve Existing Data' option." and "If you submitted an NOI directly to ADEQ select the 'Enter New Data' option." Below these options is a text input field for the Smart NOI Number. At the bottom of the form are three buttons: "RETRIEVE EXISTING DATA", "ENTER NEW DATA", and "PREVIOUS". The footer of the page contains links for Privacy Policy, Accessibility Policy, Acceptable Use Policy, and Contact Arizona.



Retain Records

- Contractor shall retain copies of SWPPP and all documentation required by the applicable permit for at least 3 years from the date of NOT filing.
- ADOT shall retain copies of SWPPP and copies of the State Stormwater Management Plan (SSWMP) and other documents for at least 5 years from the Statewide Stormwater Discharge Permit expiration date.

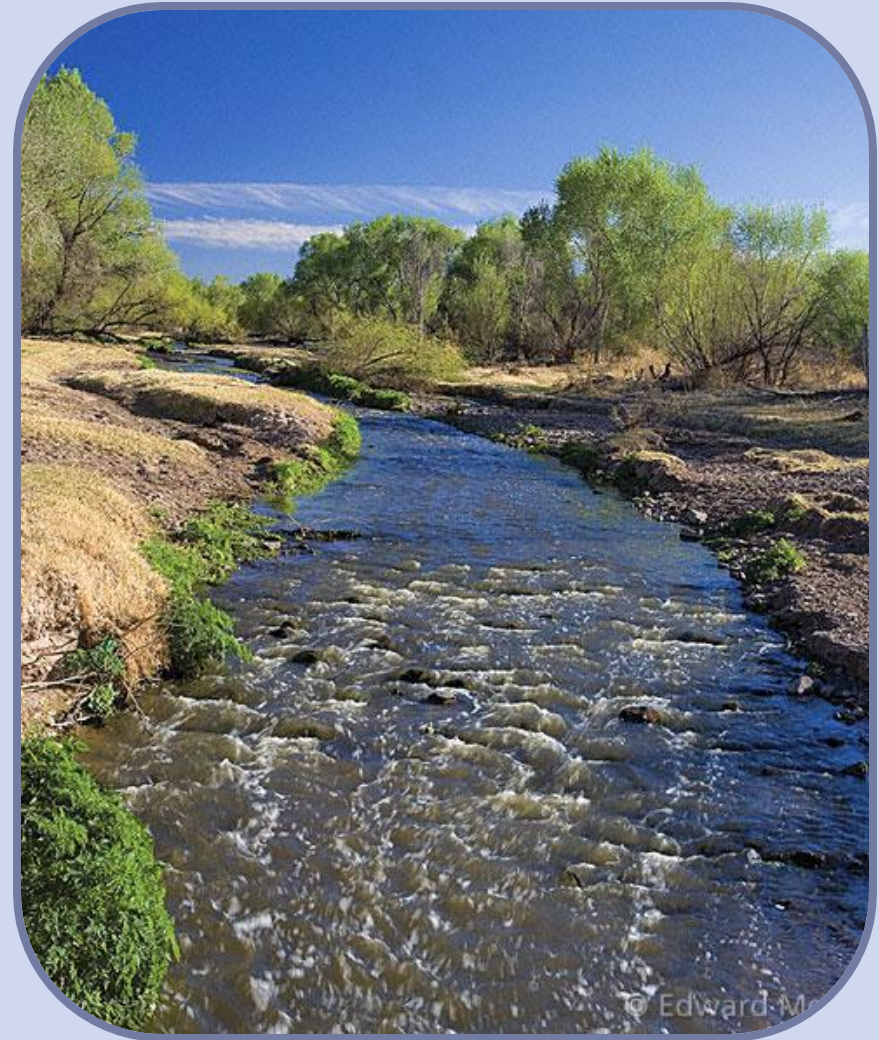




Special Conditions, Requirements and Exceptions

Refer to the ADOT EPCM for action(s) to be taken if the project involves one of more of the following:

- Indian Country.
- Post-Construction Discharges.
- Discharges Mixed with Non-Stormwater.
- Discharges Covered by Another AZPDES Permit.
- Projects located within 1/4 mile of Impaired or Outstanding Waters.
- Batch Plants, Borrow Pits and Material Pits.
- Small Construction Activities.



© Edward M.



Common SWPPP Omissions





Top 10 Elements Missing in Most SWPPPs

- SWPPPs are complex documents that are misunderstood by many.
- Make sure to address these Top 10 commonly missing elements.

*Source: Adapted from **NPDES Update: Top 10 SWPPP Omissions**, By Shirley D. Morrow, published in CENews.com, July 1, 2009*





Missing Element #1: Signature and Certification Statement

- Each SWPPP prepared must be signed and certified as described in the Construction General Permit.
 - A responsible corporate officer must certify the SWPPP or provide written authorization delegating the authority to certify the SWPPP.
- The certification statement for the SWPPP is very similar to the certification statement on the NOI.

9. SWPPP CERTIFICATION

9.1 SWPPP CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Project Name:

Federal Aid No.:

Project No.:

Contractor Co. Name:

Address:

|

Phone Number:

Printed Name Date

9.2 AUTHORIZATION OF A DULY AUTHORIZED REPRESENTATIVE

I authorize the person holding the position of the _____ (insert name of person or position here) at _____ (insert company/agency name here) to sign the _____ (insert documents that representative is authorized to sign) as my duly authorized representative.

Printed Name Date


Stormwater Pollution Prevention Plan 27



Missing Element #2: Copies of the CGP and Signed NOI

- The CGP must be printed and included in the SWPPP along with the signed NOI.
- The CGP may be downloaded from the ADEQ website at:
<http://www.azdeq.gov/function/forms/appswater.html#cgp>

Permit No. AZG2008-001



STATE OF ARIZONA
DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER QUALITY DIVISION
PHOENIX, ARIZONA 85007

ARIZONA POLLUTANT DISCHARGE ELIMINATION SYSTEM
GENERAL PERMIT FOR DISCHARGE FROM CONSTRUCTION ACTIVITIES
TO WATERS OF THE UNITED STATES

This permit provides authorization to discharge under the Arizona Pollutant Discharge Elimination System (AZPDES) program, in compliance with the provisions of the Arizona Revised Statutes, Title 49, Chapter 2, Article 3.1, the Arizona Administrative Code (A.C.C.), Title 18, Chapter 9, Articles 9 and 10, and the Clean Water Act as amended (33 U.S.C. 1251 et seq.).

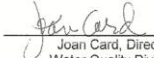
This general permit specifically authorizes only discharges from construction activities in Arizona by those owners and operators who meet the eligibility requirements of this permit, who submit a complete Notice of Intent (NOI) in accordance with Part II of this general permit and who comply with the general permit requirements and conditions. All discharges authorized by this general permit shall be consistent with the terms and conditions of this general permit. Permit coverage is required from the "commencement of construction activities" until "final stabilization", as these terms are defined in this permit.

This general permit becomes effective on February 29, 2008.

This general permit and the authorization to discharge expire at midnight, February 28, 2013.

Issued this 28th day of February 2008.

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY



Joan Card, Director
Water Quality Division



Missing Element #3: Copies of Environmental Clearance Letters

- A copy of the Environmental Clearance Letter must be retained on the job site with the SWPPP.



Arizona Department of Transportation

Environmental Planning Group

MEMORANDUM

To: JULIE KIEWER, Phoenix District
BRANDON DECARLO, Phoenix District
JAMES REEVES, Phoenix Traffic Engineering HES
HARI KHANNA, Prog & Proj Mgmt Section
JOHN ECKHARDT, R/W Proj Mgmt Section
BARRY CROCKETT, Contracts & Specs Section

Date: March 30, 2011

From: THOR ANDERSON
Manager

Subject: HSIP-MES-0(220)A
0000 MA MES SH478 01C
Upgrade to 12-inch signal heads
STL Amendment #80 Date: 01/19/2011

The Environmental Planning Group reviewed this project and has determined that it meets the criteria of a Group One Categorical Exclusion in accordance with 23 CFR 771.129(c) and the Arizona Programmatic Categorical Exclusion.

In accordance with 23 CFR 771.129(c), the Environmental Planning Group shall be consulted to determine whether this Categorical Exclusion remains valid for the referenced project prior to major approvals. These include environmental, design, right-of-way, and bid approvals.

The City of Mesa will procure 208 12-inch signal heads to replace existing 8-inch signal heads at various intersections throughout the city.

If there is a change in the project scope or the project limits, the Environmental Planning Group (Tish Hunter/ 602.712.6895) must be contacted to evaluate the potential impacts.

This constitutes environmental approval.

Due to the nature of the scope of work for this project and lack of ground disturbance, no mitigation measures are required.

TA:phre

cc: Renate Ehm, City of Mesa Transportation Department
Irene Higgs, ADOT Traffic Safety Section
Mary Frye, FHWA



Missing Element #4: Identification of Contractors

- The contractor responsible for installation and / or maintenance of BMPs referred to in the SWPPP must be identified in the SWPPP.

1.1 PROJECT OPERATORS

The general contractor (prime) and all subcontractors will be responsible for project and SWPPP implementation. ADOT will fulfill the role of project oversight and supervision. The following operators, their addresses, contact persons, phone numbers, and their areas of operational control are indicated below (see also SWPPP Index Sheet, Appendix C).

Operator

Arizona Department of Transportation
____ Construction District

Phone: ____

Contact Person: ____

Area of Responsibility

Project oversight

Prime Contractor Name: ____

Phone: ____

Contact Person: ____

General project management, responsible for implementing, inspecting, and maintaining the SWPPP and controls

Subcontractor Name (optional): ____

Phone: ____

Contact Person: ____

The Contractor's Erosion Control Coordinator (ECC) assigned to this project is:

Stormwater Pollution Prevention Plan

1



Missing Element #5: Noncompliance Reports

- Any noncompliance issues must be reported to the proper agencies. This includes any anticipated noncompliance or any noncompliance that may endanger health or the environment.
- A form for noncompliance reporting should be included in the SWPPP along with an explanation as to when this should be provided.



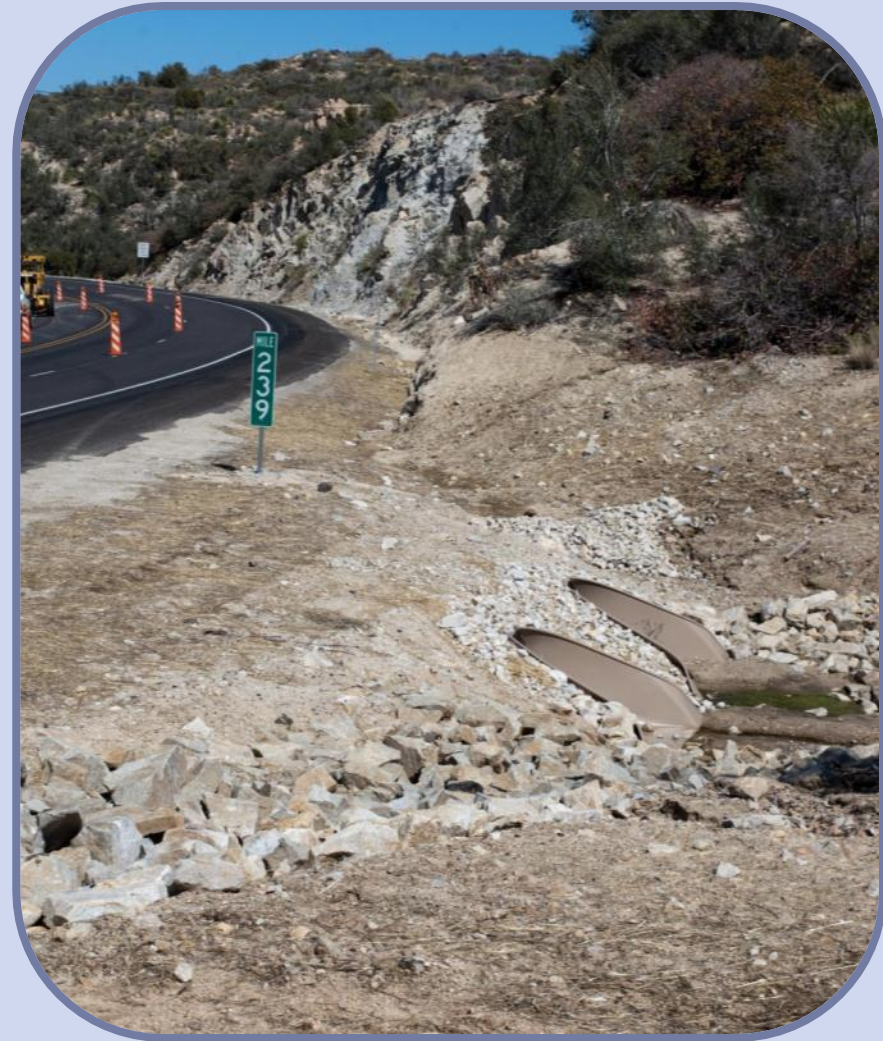
Missing Element #6: Spills of Petroleum or Other Hazardous Materials

- Comply with the requirements for reporting spills of petroleum or other hazardous materials at or above reportable quantities. Refer to the federal requirements in 40 CFR 110, 40 CFR 117, and 40 CFR 302, and appropriate state requirements.
- Every SWPPP should include information on the reportable spill quantities and a report for logging all information if a spill of a reportable quantity should occur on the construction site.



Missing Element #7: Logical Sequence and Staging of Construction

- The SWPPP should include a logical sequence and staging of construction that begins with installation of perimeter controls at the discharge locations.
- The SWPPP should also discuss the immediate stabilization of stormwater conveyance systems before stormwater flows through them.





Missing Element #8: Areas of Disturbance

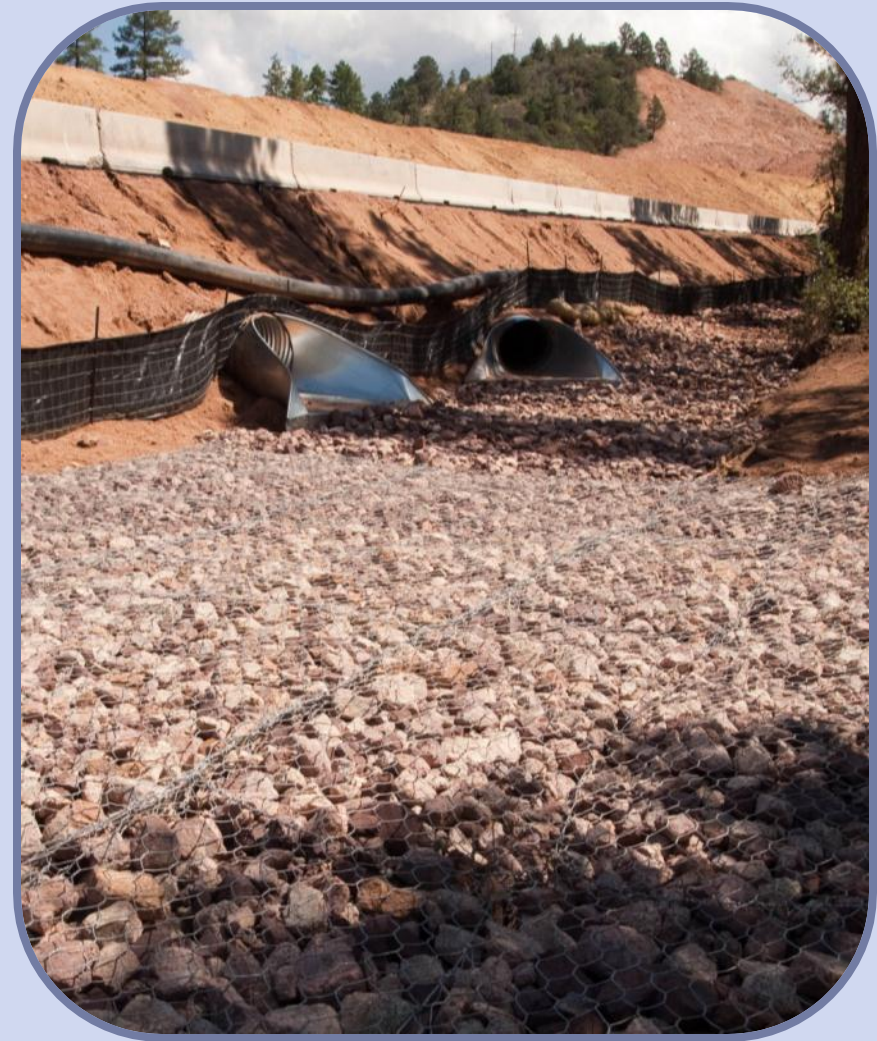
- Site maps must show areas of disturbance. Contractors may not go outside this limit.
 - The areas of disturbance must include all areas being disturbed, including temporary construction easements and borrow and fill areas.
- If the project cannot be accomplished without going outside the areas of disturbance, the SWPPP and possibly the NOI must be amended before work in the new area is performed.





Missing Element #9: Discharge Points

- All stormwater discharge points must be shown on the site map from the time the construction starts to the end of construction.
- As the project progresses, these points will move, change, increase in number, or be eliminated. These changes must be reflected in the SWPPP.
- The site map must include the names of receiving waters into which the stormwater is being discharged.





Missing Element # 10: Perimeter Controls

- Perimeter controls (sediment controls such as wattles, berms, or silt fence) are the last line of defense. Do not rely on these as the only method of erosion and pollution control.
- Use perimeter controls in conjunction with properly designed and installed Erosion Control BMPs to keep soil in place, minimizing suspension and transport.
- Always use BMPs in combination to maximize effectiveness.



SWPPP Summary – Inspect, Adjust, Maintain, and Document

A SWPPP is a living document that must be modified as the project progresses

- Inspect BMPs regularly to ensure proper functioning.
- Retain Inspection Reports and records of any follow-up actions taken as part of the SWPPP.
- Adjust the SWPPP to fit site conditions. Add or modify BMPs based on performance.
- Keep the SWPPP current with the changes and adjustments made in the field.
- Maintain all BMPs in effective operational condition.



Knowledge Check

Do you...

- Understand the required components of a SWPPP?
- Understand the roles of various people and agencies in regards to the SWPPP?
- Have familiarity with the resources available to help in preparing the SWPPP?
- Know where to find the ADOT SWPPP template?
- Recognize the most common items omitted when preparing a SWPPP?
- Understand the requirements for handling and storing the SWPPP?



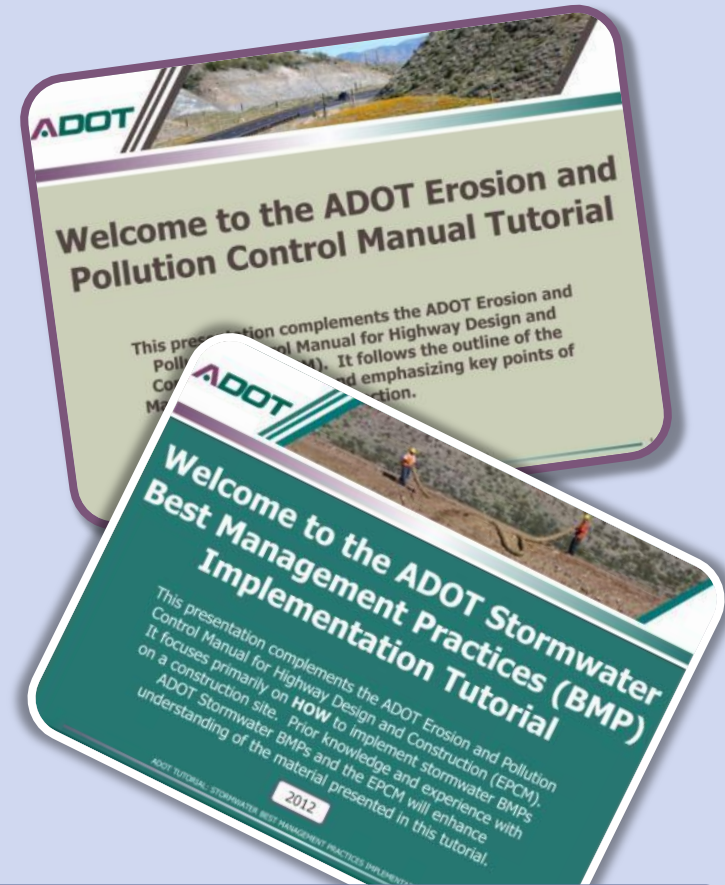
ADOT Stormwater Tutorials

Watch more, Learn more...

Thank you for viewing the ADOT Mastering the SWPPP Tutorial.

Stormwater Tutorials available via the ADOT Roadside Development Section website include:

- ADOT Erosion and Pollution Control Manual
- Mastering the SWPPP
- Stormwater Best Management Practices Implementation



http://www.azdot.gov/Highways/Roadway_Engineering/Roadside_Development/Resources.asp

Smart as a SWPPP



Thank you for viewing the Mastering the SWPPP Tutorial. Contact ADOT Roadway Engineering Group, Roadside Development Section, with comments or questions regarding material contained in this presentation.